

SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for effectively and economically providing nutritious lunches for school children. Depending on the size of the school lunch program, work may be performed under the direction of a School Lunch Director or a school district administrator. This position is distinguished from that of School Lunch Director in that the incumbent in this position manages a school lunch program in a large school, several small schools or in a small school district, serving from 500 to 2,000 meals daily to children and adults, including Type A and a la carte meals. Immediate or general supervision is exercised over the work of Cook Managers, Cooks and other school lunch program personnel.

TYPICAL WORK ACTIVITIES:

1. Plans and supervises the preparation and service of lunches in a large school, several small schools or a small school district;
2. Plans menus or recommends changes in master menus with due regard for nutritional values, acceptability and budgetary limitations;
3. Determines requirements and submits requisitions for foods, supplies and equipment;
4. Prepares layouts and makes recommendations for maintenance of and additions to equipment and plant;
5. Maintains approved standards of sanitation, health and safety;
6. Supervises and trains school lunch personnel, makes staff assignments and evaluates work performance;
7. Assists in the selection of school lunch personnel;
8. Receives, inspects, stores and distributes supplies, and maintains inventories and related records;
9. Supervises the collection of and accounting for cash receipts;
10. Makes reports relating to school lunch program activities;
11. Provides information to school staff, students and community agencies which will promote increased interest in the program;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of all phases of the school lunch program; good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling and storage; ability to plan and to supervise the work of others; ability to train personnel; ability to keep records and prepare reports; ability to maintain good personal relations with children and adults; ability to understand and carry out oral and written directions; initiative; good judgment; tact; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

SCHOOL LUNCH MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, with a specialization in foods, nutrition, dietetics or institution management;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, with a specialization in foods, nutrition, dietetics or institution management, AND four (4) years of experience in institution management, hotel administration or restaurant management involving large quantity food service;
- OR: (C) Eight (8) years of experience as indicated in (B) above;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: One (1) year of training in a college or technical institute in the above fields is equivalent to two (2) years of experience.

SV2102

APPROVED: 08/11/59 (By M.S.D. and Bureau of Home Economics Education)

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